

Minutes of the Study and Voting Session of March 9, 2010

Prescott Unified School District Governing Board

A Regular Study and Voting Session meeting of the Governing Board of Prescott Unified School District was held Tuesday, March 9, 2010, beginning at 5:30 p.m. in the Board Room located at the District Office, 146 South Granite Street, Prescott, Arizona.

Board Members Present:

President Joan Fleming
Andy Newton
Dee Navarro
Steve Campbell
Tina Seeley

Others Present:

Kevin Kapp, Superintendent
Renee Raskin, Chief Financial Officer
Taylor Robbins, Student Representative
Andrea Mayer, Adm. Asst. to the Governing Board

District Personnel and Members of the Public Present:

Bill Colwell	Paula Rhoden	Jeanne Zander
Heidi Atkinson	Jay Collier	Mike McCrady
David Martin	Allison W-Zych	Bob Toomer
Joe Howard	Bill Monroe	Geneva Saint-Amour
Lynne LaMaster	Michael Taylor	Carol Yetman

CALL TO ORDER

President Joan Fleming called the meeting to order at 5:32 p.m.

WELCOME AND INTRODUCTION

President Fleming welcomed everyone in attendance and Mr. Taylor Robbin led the audience in the Pledge of Allegiance.

APPROVAL OF AGENDA

President Fleming asked Mr. Kapp if the agenda was in order. Mr. Kapp responded that the agenda was in order and requested that we skip all presentations and move Item 7.G. to occur right after Item 7.A.

Mrs. Dee Navarro moved that the Governing Board approve the agenda as amended.
Mrs. Steve Campbell seconded the motion.

Dr. Andy Newton voted aye, Mrs. Tina Seeley voted aye, Mrs. Dee Navarro voted aye,
Mr. Steve Campbell voted aye, and President Fleming voted aye. The motion carried
5-0.

PRESENTATIONS

None.

CURRENT EVENTS

President Fleming noted that the Board had just come out of executive session where they were
discussing the terms of the new superintendent's contract.

Mr. Kevin Kapp distributed copies of the March DLT Calendar of Events and encouraged
everyone to try to attend as many district events as possible.

He also updated the board on tax credits and distributed a comparison for 2007, 2008 and 2009.
He noted that overall they were up 12% (about \$90,000.) for a total of \$833,000. He added that
we could have seen huge decreases, but our generous community members stepped up to the
plate. He reported that the online option showed a 33% increase over the previous year.

Mrs. Navarro noted that she heard that the state may increase the deadline to April 15th.

Mr. Kapp thanked the board members for all of their time spent last week on the superintendent
search. He noted that it was a busy week and board members attended every activity, which
made a good impression on the final candidates.

President Fleming complimented the teachers and students and everyone who worked on the
school fair this year. She stated that it was a great success.

Mrs. Navarro reported that Taylor Robbins was involved in the superintendent search and that
the board was very fortunate to have him involved as he is a very intelligent young man who
presented himself very well.

STUDY AND VOTING SESSION:

CONSIDER APPROVING MR. DAVE SMUCKER AS THE NEW SUPERINTENDENT OF
SCHOOLS FOR PRESCOTT UNIFIED SCHOOL DISTRICT WITH EMPLOYMENT IN
THIS POSITION BEGINNING JULY 1, 2010

Mr. Steve Campbell moved that the Governing Board approve Mr. Dave Smucker as the
new Superintendent for Prescott Unified School District with his employment to begin
July 1, 2010. Mrs. Dee Navarro seconded the motion.

Mrs. Navarro noted that we had two excellent candidates who took the opinions of the students, staff members, parents and community members to heart.

Dr. Andy Newton voted aye, Mrs. Tina Seeley voted aye, Mrs. Dee Navarro voted aye, Mr. Steve Campbell voted aye, and President Fleming voted aye. The motion carried 5-0.

CONSIDER APPROVING AN OUT-OF-COUNTRY TRIP FOR NORTHPOINT EXPEDITIONARY LEARNING ACADEMY STUDENTS TO TRAVEL TO CABORCA, MEXICO, APRIL 5-8, 2010

Mr. Steve Campbell moved that the Governing Board approve the out-of-country trip for Northpoint Expeditionary Learning Academy students to travel to Caborca, Mexico, April 5-8, 2010. Mrs. Dee Navarro seconded the motion.

Mrs. Geneva Saint-Amour introduced Allison Zych, Spanish Teacher, who has gone on similar trips with students. She noted that the number of students going on the trip may increase, as well as exchange students. She reminded the board that while the NELA students are gone, students from Germany will be at NELA, which makes this a multi-national opportunity.

Ms. Zych reported that this trip will provide opportunities for great cultural events, spending time with the local families, and participate in a parade (similar to our 4th of July). She added that she may be taking some German students on the trip and that this is the fifth time she will be taking students to Caborca and that there is more interest in this trip every year.

Dr. Newton asked, how many students will be going? Ms. Zych responded, about six students – all Spanish 2 students.

Mr. Campbell stated that he appreciated the excellent information given to the board.

Dr. Andy Newton voted aye, Mrs. Tina Seeley voted aye, Mrs. Dee Navarro voted aye, Mr. Steve Campbell voted aye, and President Fleming voted aye. The motion carried 5-0.

CONSIDER APPROVING A NEW INTERGOVERNMENTAL AGREEMENT BETWEEN PRESCOTT UNIFIED SCHOOL DISTRICT AND THE CITY OF PRESCOTT WITH REGARD TO THE MUTUAL USE OF FACILITIES

Mrs. Dee Navarro moved that the Governing Board approve the new Intergovernmental Agreement between Prescott Unified School District and the City of Prescott with regard to the mutual use of facilities. Mr. Steve Campbell seconded the motion.

President Fleming commented that she knew that Mr. Kapp and Mr. Norwood had met and cleaned up the agreement.

Dr. Newton asked, how does this agreement differ from the last one?

Mr. Kapp responded that Jay Collier and Debbie Horton were actually the ones who worked out the fine details and that the agreement was condensed and reflects the wonderful relationship that the district shares with the City of Prescott.

Mr. Collier noted that the biggest difference has to do with the reciprocal use of fields, etc. He added that both attorneys have reviewed this document and everything is a lot cleaner. He noted that this will be a three year agreement unless one of the parties wishes to end it. He added that Debbie Horton is the liaison for the city and that he is the liaison for the district. He ended by saying that the City Council would be voting on this item today as well and that it should go into effect tomorrow with a March 10th anniversary date.

Dr. Andy Newton voted aye, Mrs. Tina Seeley voted aye, Mrs. Dee Navarro voted aye, Mr. Steve Campbell voted aye, and President Fleming voted aye. The motion carried 5-0.

CONSIDER APPROVING THE NEW MATHEMATICS TEXTBOOKS AND MATERIALS THAT HAVE BEEN ON 60-DAY PREVIEW FOR ADOPTION AND PURCHASE OF GRADES 3-6 TEXTBOOKS

Ms. Heidi Atkinson noted that this was a two-part item. She stated that the first part to be considered is the adoption of the recommended K-12 materials and that the second part is to purchase the materials for grades 3-6. She noted that this is one of only two publishers that wrote to the Arizona standards and alignment to national standards. She added that the textbooks and materials have already been on a 60-day review period for the public.

She noted that the reason the district is purchasing only the materials for grades 3-6 is because AIMS begins in 3rd grade and these grades have seen the most changes with many of the new standards, which our current materials do not support.

She distributed a copy of the new standards and noted that they are more problem-solving oriented, rather than computational.

Ms. Atkinson reported that she had negotiated a 22% discount with \$235,000 in gratis materials and if we wait until June, it will cost the district \$23,000 more. She stated that we were originally supposed to purchase K-12 last year, that none of last year's soft capital was touched and that there was approximately \$200,000 in rollover funding.

Dr. Newton asked, on a scale of one to ten, with ten being perfect alignment, what are these materials? Ms. Atkinson responded, a ten, because they wrote to our standards.

Mrs. Navarro asked, isn't 7th and 8th grade where we usually fall behind in math? Ms. Atkinson responded, we desperately need those materials and will add them on next.

Mrs. Navarro asked, what will be the cost for 7th and 8th grade? Mrs. Atkinson responded, approximately \$25,000 for each grade level.

Mrs. Navarro asked, how soon should we have those materials? Ms. Atkinson responded, in a perfect world – immediately. She noted that our grades on the next AIMS will reflect that because discrete problem solving has been one of our weakest areas and that we must keep in mind that our first job is to educate our students.

Mrs. Navarro asked, what else do we purchase through soft capital? Mrs. Raskin responded, lease agreements, technology, instructional materials, etc. Mrs. Navarro stated that she was concerned about that drop-off between 8th and 9th grade and that if we leave that for too long, we're going to get in trouble.

Ms. Atkinson noted that when we adopted our Language Arts materials, we adopted a program that was two years old and that the next cycle would be 15 years rather than a 7 year cycle. She added that we are on an adoption cycle and we're getting further behind.

Mr. Kapp noted that any other purchases would be brought to the board and that Ms. Atkinson is asking you to approve the adoption for K-12 and then approve the purchase of materials for 3-6. He added that one of the scenarios to consider is if the one cent sales tax does not pass, we'll really be affected.

Mr. Campbell stated that his concern is that everything is so squirrely right now and everything we spend out of soft capital should come to the board, because we have to keep all options on the table for budget cuts. He added that he didn't mind approving it, but wanted to know that we're not going to expend any money without talking with the board first.

Mr. Kapp noted that when we started saving our soft capital in 2009, we have \$300,000 in carryover and that we're asking to use some of that money for this purchase.

Mrs. Dee Navarro moved that the Governing Board approve the adoption of the K-12 math textbooks and materials. Mr. Steve Campbell seconded the motion.

Dr. Andy Newton voted aye, Mrs. Tina Seeley voted aye, Mrs. Dee Navarro voted aye, Mr. Steve Campbell voted aye, and President Fleming voted aye. The motion carried 5-0.

Mr. Steve Campbell moved that the Governing Board approve the purchase at this point in time of the 3-6 math textbooks and materials. Dr. Andy Newton seconded the motion.

Dr. Andy Newton voted aye, Mrs. Tina Seeley voted aye, Mrs. Dee Navarro voted aye, Mr. Steve Campbell voted aye, and President Fleming voted aye. The motion carried 5-0.

CONSIDER APPROVING THE ARRA STIMULUS TITLE II-D (ENHANCING EDUCATION THROUGH TECHNOLOGY) GRANT

Ms. Atkinson noted that the board would be looking at a package of grants that are continuing grants later on in the agenda. She pointed out that this is a new grant as part of the stimulus that the board needs to approve.

Mr. Steve Campbell moved that the Governing Board approve the ARRA Stimulus Title II-D (Enhancing Education Through Technology) Grant. Mrs. Dee Navarro seconded the motion.

Dr. Andy Newton voted aye, Mrs. Tina Seeley voted aye, Mrs. Dee Navarro voted aye, Mr. Steve Campbell voted aye, and President Fleming voted aye. The motion carried 5-0.

CONSIDER APPROVING THE EXPENDITURE OF APPROXIMATELY \$100,000 FROM EXISTING BOND MONIES TO REPLACE THE BOILER HEATING SYSTEM AT THE DISTRICT OFFICE WITH ROOF HEATING UNITS

Mr. Collier reported that one-third of the district office has heat from a source other than the boiler and that the plan on building renewal was to do another third of the building and then the other third in the subsequent year. He reported that a week or two ago the boiler that provides most of the heat for this building died in the basement and that there is no hope of resurrecting it. He stated that we do need to make plans and get that plan going sooner than later and that he was requesting to use bond money to solve the heating problem at the district office. He stated that he felt the land sale money needed to be protected as much as possible and that it is felt that we can still accomplish all the other bond money projects.

Mr. Kapp noted that the building was probably built around the boiler and it will be impossible to take it out.

Mrs. Seeley noted that the district has saved a lot of money on those projects.

Mr. Collier noted that in April or May we will be giving another report to the board regarding the bond projects and funding, that we do have a contingency list that we hope to get to, and that we're requesting that we add \$100,000 to that list for heating units for the district office.

Mrs. Navarro asked, and there's no problem as far as using bond money for this project? Mrs. Raskin responded, no.

Mrs. Dee Navarro moved that the Governing Board approve the expenditure of approximately \$100,000 from existing bond monies to replace the boiler heating system at the District Office with Roof Heating Units. Mr. Steve Campbell seconded the motion.

Dr. Andy Newton voted aye, Mrs. Tina Seeley voted aye, Mrs. Dee Navarro voted aye, Mr. Steve Campbell voted aye, and President Fleming voted aye. The motion carried 5-0.

CONSIDER APPROVING A REQUEST FOR QUALIFICATIONS (RFQ) ISSUANCE FOR CONSTRUCTION MANAGER @ RISK (CM@RISK) SERVICES FOR THE 2010 SUMMER BOND PROJECTS AND THE RELATED SELECTION COMMITTEE AND EVALUATION CRITERIA AS PRESENTED

Mr. Collier reported that he was asking the board to approve three things: the issuance of an RFQ; approval of a selection committee; and approval of evaluation criteria that must be used to select members of the committee.

Mr. Collier explained that in the past we used hard bids, which consisted of change orders, etc. He noted that in light of today's economy, Mr. Michael Taylor, our architect, approached him and asked if we had every considered using CM@Risk where you evaluate a company to run your projects with a guaranteed maximum price, no change orders, and using local companies as much as possible. He noted that it is not based on a low bid and that other criterion is used. He stated that after learning a little about this, it was brought to the bond committee and we learned that there is quite a benefit to this process with no change orders, no problems with liability or litigation later on, that it uses the team approach with the contractor at risk, the architect and myself – a tri-pod team – where everyone must agree. There must be a guaranteed maximum price and the design must always comply with the budget.

Mr. Michael Taylor explained that this process was developed in Texas and that a lot of school districts are using it. He noted that one of the questions asked is how a district knows they're getting the best value. He noted that qualifications based criteria were developed by Jeanne Zander. Low bid would get a number and that's it. He added that everything would be an open book regarding sub-contractors and that having a partner helping us with pricing and looking at alternatives would help.

Dr. Newton noted that you keep mentioning change orders being a problem – how common and to what extent do they affect the bottom line? Mr. Taylor responded, significantly, because we're talking about contractor generated change orders.

Dr. Newton asked, what would be your estimate? Mr. Taylor responded, 10% statewide.

Dr. Newton noted, that's probably why we always add 10%. Mr. Taylor responded, with this the contractor is at risk – not the district. He noted that he has been involved in over 100 million dollars in these types of projects with very few problems.

Mr. Collier added, they must lay their costs on the table; then we determine what percentage we're willing to pay over that for their profit. It's so open and so different from the other procedure and really changes the whole look of what you're doing there.

Mr. Taylor added that it's the most transparent form of construction that he's ever been involved with, that you select the most qualified and begin a negotiation with them such as their profit and overhead, which remains fixed for the duration of the project. He added that it really protects the district. He noted that there are contingencies in the contract and that approval must be received from the board before use by the contractor.

Mr. Collier reported that Jeanne Zander, our Purchasing Director, spend three days putting this 53-page document together and customized it for our district.

Dr. Andy Newton moved that the Governing Board approve a Request for Qualifications issuance for Construction Manager at Risk services for the 2010 Summer Bond Projects and the related selection committee and evaluation criteria as presented. Mr. Steve Campbell seconded the motion.

Dr. Andy Newton voted aye, Mrs. Tina Seeley voted aye, Mrs. Dee Navarro voted aye, Mr. Steve Campbell voted aye, and President Fleming voted aye. The motion carried 5-0.

CONSENT AGENDA

Mr. Steve Campbell moved that the Governing Board approve the Consent Agenda as presented. Mrs. Dee Navarro seconded the motion.

Dr. Andy Newton voted aye, Mrs. Tina Seeley voted aye, Mrs. Dee Navarro voted aye, Mr. Steve Campbell voted aye, and President Fleming voted aye. The motion carried 5-0.

CONSIDER APPROVING MRS. JEANNE ZANDER – DIRECTOR OF PURCHASING AND AUDIT CONTROL, AND MR. JIM COWAN – DIRECTOR OF TRANSPORTATION, AS DESIGNATED PERSONS AUTHORIZED BY THE GOVERNING BOARD TO USE “EMERGENCY PROCUREMENT” FOR GOODS AND SERVICES WHEN AN EMERGENCY CONDITION EXISTS FOR THE 2009-2010 SCHOOL YEAR

CONSIDER APPROVING AND AWARDED BID #10-04 FOR APPAREL: T-SHIRTS, SHORTS, HEADGEAR, POLO STYLE AND OUTERWEAR AS A MULTIPLE AWARD TO ACTION GRAPHICS, INTERNATIONAL SELLING PROFESSIONALS AND T-SHIRT ANTICS FOR THE 2009-2010 SCHOOL YEAR AND BEING RENEWABLE ANNUALLY UP TO AN ADDITIONAL FOUR (4) ONE-YEAR CONTRACTS

CONSIDER APPROVING THE CERTIFIED AND CLASSIFIED PERSONNEL ACTIONS AS PRESENTED

PERSONNEL CONSENT AGENDA ITEMS

**PRESCOTT UNIFIED SCHOOL DISTRICT NO. 1
CERTIFIED STAFF
Personnel Report
March 9, 2010**

EMPLOYMENT

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>STATUS</u>
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None

RESIGNATIONS

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>STATUS</u>
Esther Brown	Spanish Teacher	PHS	Resignation EOY
Ashley Brunstedt	Math Teacher	PHS	Resignation EOY
Judith Martinez	Academic Advisor	PHS	Resignation EOY

NEW SUBSTITUTE TEACHERS

Total 186

None

**PRESCOTT UNIFIED SCHOOL DISTRICT No. 1
CLASSIFIED
PERSONNEL REPORT
March 9, 2010**

EMPLOYMENT

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>STATUS</u>
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Robert Rollis	Social Worker	PMHMS	New*
David Van Ness	Maintenance	FAC	Replacement
Melissa Wiley	Kitchen Helper	AJ	Replacement

*Title I Grant

RESIGNATIONS

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>STATUS</u>
Claude Achenbacher	Custodian	PHS	Resignation
Sadie Bushman	Instructional Assistant	GMMS	Resignation
Vicki Dendy	Instructional Assistant	AJ	Resignation
Patrick Hill	Groundskeeper	PHS	Resignation
Melvin Osborne	Maintenance	FAC	Resignation
Al Sherman	Custodian	PMHMS	Resignation

NEW VOLUNTEERS

Meg Glime	LN
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CONSIDER APPROVING THE DONATIONS AS PRESENTED

DONATIONS:

A binding machine and rings valued at \$150 from Ms. Susan Friedman to Lincoln Elementary School.

Printer photo paper from Pete and Brigie Dickinson.

Seven thousand two hundred dollars from Mr. Ron Barnes for Brain Integration Services.

Four thousand two hundred sixty dollars from Ms. Patricia McQuality for the Jimmy Kretzman Scholarship Fund.

Two hundred dollars from Ms. Donna Lay for the Jimmy Kretzman Scholarship Fund.

A book and CD set valued at \$33.56 from Ms. Christine Bothell to the library at Prescott High School.

Six oak side chairs valued at \$900 from Michael and Jeanine Woods to Lincoln Elementary School.

Six "Character Counts" pillar banners valued at \$300 from Michael and Jeanine Woods to Lincoln Elementary School.

Six "Character Counts" pillar banners valued at \$300 from the law office of Adams and Mull to Lincoln Elementary School.

Five hundred dollars from Yavapai-Prescott Indian Tribe to Granite Mountain Middle School.

Ninety three dollars and fifty cents from the Gordon Meredith Family to the Granite Mountain Middle School Band Program.

Fifty-six dollars and forty cents from the Prescott Band Boosters to the Granite Mountain Middle School Band Program.

A keyboard and set-up valued at \$100 from Mr. Robert Forsey.

One hundred and seventy-five books valued at \$3,500 from The Americans Motorcycle Club, Steve Foubert to the library at Taylor Hicks Elementary School.

CONSIDER RATIFYING THE VOUCHERS AS PRESENTED

VOUCHERS:

<u>Voucher #</u>	<u>Amount</u>
Payroll Voucher #16	\$1,093,973.77
Payroll Voucher #17	\$1,101,357.87
Expenditure Voucher #1049	\$82,955.52
Expenditure Voucher #1050	\$18,831.74
Expenditure Voucher #1051	\$109,432.95
Expenditure Voucher #1052	\$105,554.27
Expenditure Voucher #1053	\$162,554.75
Expenditure Voucher #1054	\$83,569.67

Documentation for warrants is available for inspection from Business Services, located at 146 South Granite Street, Prescott, AZ 86303.

CONSIDER APPROVING THE AUXILIARY OPERATIONS AND STUDENT ACTIVITIES FUND STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE MONTH OF DECEMBER, 2009

CONSIDER APPROVING THE MINUTES FROM THE GOVERNING BOARD STUDY AND VOTING SESSION OF JANUARY 12, 2010

ADJOURNMENT

Mr. Kapp noted that there will be another meeting two weeks from tonight for finalizing a contract with the new superintendent and that the April meetings were pushed back to April 13 and April 20.

He noted that on April 13th he would like to do a budget overview and present a preliminary plan regarding possible cuts. He noted that May 18th is when the one cent sales tax will be voted on and that he and Mrs. Raskin were working on what each scenario could mean to PUSD.

He also reminded board members that the Monday after spring break would be the Superintendent's Awards Ceremony for third quarter at PMHMS in Hendrix Auditorium.

Hearing no objection, President Fleming adjourned the meeting at 6:44 p.m.

ajm